

HEAD MECHANIC

PURPOSE:

1. To maintain and repair passenger vehicles and related equipment.
2. To plan, monitor, and evaluate daily operational aspects of assigned project activities and to keep related records.

FUNCTIONS:

1. Maintain and repair passenger vehicles and related equipment.
 - * A. Assist in the overhaul, servicing, and care of passenger vehicles and related equipment.
 - * B. Weld and fabricate all kinds of metal structures.
 - * C. Inspect and test vehicles and equipment before, during, and after completion.
 - * D. Prepare estimates of repair costs.
 - E. Advise on specifications for vehicle purchases.
2. Plan, monitor, and evaluate daily operational aspects of assigned project activities.
 - * A. Coordinate the work of subordinates, including Equipment Maintenance Specialists, Maintenance Helpers, and others.
 - * B. Insure that necessary personnel, supplies and equipment are available to carry out work activities.
 - * C. Train personnel in difficult repair work and safety procedures.
 - * D. Prepare work schedules.
 - * E. Maintain time sheets, work reports, and other related records.
 - * F. Conduct interviews and complete employee evaluations.

MINIMUM QUALIFICATIONS:

1. Education and Experience.
 - † A. Three years of verifiable experience as an Equipment Maintenance Specialist or one year as a Heavy Equipment Mechanic (promotional only); or
 - † B. Five years of verifiable experience in the maintenance and repair of passenger vehicles and related equipment; or
 - † C. Certificate from a vocational school training program in auto mechanics similar to the two year program at the Duluth Area Vocational Technical Institute, and three years of verifiable experience in the maintenance and repair of passenger vehicles and related equipment (open only).
2. Knowledge and Skill Requirements.
 - † A. Knowledge of tools, equipment, materials, and methods used in the maintenance

- and repair of passenger vehicles and related equipment.
- † B. Knowledge of the theory and operation of internal combustion engines.
- † C. Knowledge of effective supervisory practices.
- † D. Possession of a valid Minnesota Class D Driver's License or privilege.

3. Abilities

- † A. Ability to inspect and diagnose the maintenance and repair of passenger vehicles and related equipment.
 - † B. Ability to plan, assign, and supervise the work of subordinates.
 - † C. Ability to train subordinates in all phases of engine and equipment repair.
 - † D. Ability to maintain effective working relationships with employees and the general public.
 - † E. Ability to maintain records and make simple reports.
- * Essential functions of the classification.
- † Minimum classification requirements necessary on the first day of employment.

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Union: Basic	Pay: 28
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CC: 20050808	Res:05-0515R